

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS
CLERK'S OFFICE**

MEMO:

TO: Attorneys applying for admission to practice in the Eastern District of Texas

FROM: Attorney Admissions Clerk

SUBJECT: Application for admission to practice

Enclosed is an application for admission, motion for admission, and an attorney admissions handbook. Compliance with the following instructions will expedite your admission:

1. Fill out the application for admission
Be sure to:
 - a) Answer every question
 - b) Complete the oath of admission at the bottom of the application for admission
 - c) Have an original signature
 - d) Have it notarized
2. Have the motion for admission filled out by an attorney who meets the criteria outlined in the motion.
3. Send the original application for admission, motion for admission and a check made out to "U.S. District Clerk" for the admission fee of **\$95.00**. The fee consists of a \$50.00 attorney admission fee required by statute along with a \$45.00 fee assessed by the court. This payment covers 1/1/2003 thru 12/31/2005. Please mail the above information to:

United States District Court
Federal Building
100 East Houston St Rm 125
Marshall, TX 75670
4. Once your application is approved, a certificate of admission will be mailed.
5. Attorneys are responsible for notifying the admissions clerk in the clerk's office of all changes of address, firm and/or telephone number.
6. Please take note that your state bar number is required on all pleadings filed in this court.

If you have any questions regarding the application process, please call the attorney admissions clerk at (903) 935-2912. Your application must be complete for proper processing and approval.

**UNITED STATES DISTRICT COURT
UNITED STATE DISTRICT COURT
EASTERN DISTRICT OF TEXAS
CLERK'S OFFICE**

DATE: _____

Black Ink Only

LAST NAME GENERATION FIRST NAME MIDDLE NAME/MAIDEN NAME

FIRM NAME: _____

OFFICE ADDRESS: _____

COUNTRY: _____ FAX: _____
PHONE NO: _____

DATE OF BIRTH: _____ SSN: _____ SEX: _____

PLACE OF BIRTH: _____

TEXAS BAR NO: _____ RETIRED STATE JUDGE YES() NO() [no fee required]

Has any application for admission to practice before any court ever been denied you, or has your privilege to practice before any court ever been suspended: _____

Has there ever been any disciplinary action in any court or by any Bar Association or Committee thereof which would reflect unfavorably upon your conduct, competency or fitness as a member of the Bar? If so, give complete information on separate page.

Describe in detail on a separate page any charges, arrests or convictions for criminal offense(s) filed against you. Omit minor traffic offenses.

Other courts in which you are admitted to practice: _____

Are you willing to accept appointments representing indigent defendants in criminal cases?
Yes () No ()

Have you read Local Rule AT-3, the "Standards of Practice to Be Observed by Attorneys" and the local rules of this court, and will you comply with these standards and local rules?
Yes () No ()

**AUTHORIZATION TO SEND ORDERS AND
JUDGMENTS VIA FACSIMILE TRANSMISSION**

The Clerk of Court for the Eastern District of Texas is hereby authorized to transmit notice of entries of judgments and orders under Local Rule CV-5(e) by facsimile transmission of judgments, orders or notices in any case in which this capability exists and the undersigned appears as attorney of record.

I understand it is my responsibility to provide the clerk's office with a FAX number dedicated for facsimile transmission and to notify the clerk's office promptly in writing if the dedicated FAX number changes. I also understand this electronic notice will be in lieu of notice by mail.

☐ I do want FAX noticing at the following FAX number (____).

☐ I do not want FAX noticing.

OATH OF ADMISSION

I, _____ do solemnly swear (or affirm) that I will discharge the duties of attorney and counselor of this Court faithfully, that I will demean myself uprightly under the law and the highest ethics of our profession; and that I will support and defend the Constitution of the United States.

Signature of Applicant

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of _____,
200_.

NOTARY PUBLIC or Other Officer

(This oath shall be sworn before a Notary Public or any other person authorized to administer oaths, and the seal affixed).

APPROVED FOR THE COURT: _____

DAVID J. MALAND
U.S. DISTRICT CLERK
EASTERN DISTRICT OF TEXAS

DATE

**UNITED STATE DISTRICT COURT
EASTERN DISTRICT OF TEXAS
CLERK'S OFFICE**

MOTION FOR ADMISSION

I, _____, move the admission of
(Type or print)
_____, Applicant, to the Bar of this court and, in support state
the following:

1. I am not related to the Applicant.
2. I am a member in good standing of () the State Bar of Texas or () the Bar of the United States District Court
for the _____ District of _____.
(Check applicable boxed)
3. I have known Applicant personally and professionally for _____ and am well acquainted with
Applicant's character. (Period of time)
4. I have reviewed Applicant's application, and the information in it is true to the best of my knowledge and
belief.
5. I believe that Applicant is qualified for admission to the Bar of this Court and is competent to practice before
this Court, and has good private and professional character and standing.

WHEREFORE, PREMISES CONSIDERED, I recommend Applicant for admission to practice before this court.

Respectfully submitted,

(Signature)

Firm: _____

Address: _____

Phone: _____

Texas Bar No: _____